Remote Forms Queuing System (RFQS)

Table of Contents

Latest Update Information

The following change has been made to the Remote Forms Queuing System (RFQS) procedure:

Section	Description of Change
RFQS Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.

System Overview

The Remote Forms Queuing System (RFQS) procedure provides instructions for accessing and using RFQS. This procedure also illustrates and describes each form and tickler report available through RFQS. RFQS is an online report-generator system of the United States Department of Agriculture's (USDA) Payroll/Personnel System (PPS).

RFQS is a computerized batch-processing system that uses information in USDA's PPS database to provide Agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites.

Payroll and personnel forms and tickler reports currently available to Agencies in RFQS are categorized into three menus as follows:

- Forms menu

- Control Listings menu

- Notification Listings menu

Each of the RFQS menu categories listed above has a selection menu. The selection menu provides a list of all forms (by form number and title) or reports that are available for printing within that category. A timetable showing when RFQS forms and reports are available for printing is given later in this section. The selection menus can be accessed on remote terminals by following the sign-on instructions in this procedure.

The Forms menu lists the Standard Form (SF) 50-B, Notification of Personnel Action; SF 1150, Record of Leave Data; and other payroll and personnel forms available for printing purposes. The Summary Counts option displays the number of forms that have been processed and indicates if they are ready for printing.

The Control Listings menu lists the tickler reports available for printing that relate to employee within-grade increases, performance appraisals, and probationary period report forms listed on the Forms menu. These forms include wage-system grade employee data. The Summary Counts option displays exactly how many pages are ready for printing.

The Notification Listings menu lists additional payroll and personnel tickler reports available for printing. The Summary Counts option displays exactly how many pages are ready for printing. Also available from this menu are the Federal Employees Health Benefits (FEHB) and Thrift Savings Plan (TSP) Employee Express status letters. Employee Express is a system that allows current employees to update their payroll data via touch-screen kiosks and touch-tone telephones in lieu of submitting payroll documents for processing to their personnel offices. The letters are issued to the employee through the personnel office to confirm enrollment and/or change in enrollment in FEHB and/or TSP program.

All Summary Counts options in RFQS display important information in requesting printouts of forms or reports and can only be viewed online. Summary Counts options should be selected first

to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing.

Users can complete Form AD-961, Remote Forms Queuing System (RFQS) Election Form, to elect to print forms and/or tickler reports at remote sites through RFQS. A description and illustration of Form AD-961 is given later in this procedure.

Another category on the RFQS menu is the VPS - Printing Program. VTAM Printer Support System (VPS) is a part of the Time Sharing Option (TSO) software package and is used for printer control. VPS has an interface VPS Monitor and Control Facility (VMCF). For more information on VPS, see the Interactive System Productivity Facility (ISPF) procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the ISPF manual located under the Reporting publication category. Users with other types of printers should follow their normal procedures to retrieve and print reports.

For questions about payroll/personnel policies and regulations, contact your Committee for Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about the National Finance Center (NFC) processing, authorized Servicing Personnel Office representatives should contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)** or via the Internet using the Requester Console.

This section includes the following topics:

Availability of Forms and Reports

The RFQS Processing Chart provides a timetable showing when RFQS forms and reports are available for printing. SF 50-Bs are available for printing after a pass is processed to update the RFQS file.

Except for Form SF 50-B forms, tickler reports in RFQS are available for processing after the Bi-Weekly Examination Analysis and Reporting System (BEAR) generates a "system sweep" on the second Sunday following the end of a pay period. BEAR performs an analysis of the Payroll/Personnel database for the purpose of generating tickler actions and producing outputs for subsequent processing through other systems, such as RFQS. BEAR then closes out the prior pay period and sets up the current pay period for payroll/personnel-related information.

The first pass of SF 50-Bs is processed on the first Sunday following the end of a pay period.

The second pass of SF 50-Bs is processed on the second Sunday following the end of a pay period. This pass prints the SF 50-Bs in the system.

Note: Form SF 50-B can be printed after processing of BEAR at the end of the processing cycle.

All other forms and/or reports are processed on the second Sunday following the end of the pay period.

SUN	MON	TUE	WED	THU	FRI	SAT
						End of Pay Period 1
PASS 1 NFC processes SF–50–Bs for Pay Period 1		PAY	PERIOD 2			
PASS 2 NFC processes SF–50–Bs - - - - - - - - - and all other RFQS forms and reports for Pay Period 1 after BEAR						End of Pay Period 2
PASS 1 NFC processes SF–50–Bs for Pay Period 2		PAY	PERIOD 3			
PASS 2 NFC processes SF–50–Bs - - - - - - - - - and all other RFQS forms and reports for Pay Period 2 after BEAR						End of Pay Period 3

Figure 1: RFQS Processing Chart

RFQS Election Form

Agency personnel can complete Form AD-961 to update distribution of the SF 50-B, SF 1150, tickler reports, and/or forms through RFQS.

To request a change by mail, return the AD-961 to:

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, Louisiana 70160

To fax a change request, send the AD-961 to the Personnel Processing Branch at FAX Number **504-426-9767**.

REMOTE FORMS QUEUING SYSTEM (RFQS)
ELECTION FORM

Remote Forms Queuing System (RFQS) provides users with control in obtaining forms and tickler reports electronically. RFQS contains (1) the Forms Menu, (2) the Control Listings Menu, and (3) the Notification Listings Menu. The Forms Menu lists the Notification of Personnel Action (SF–50–B), the Record of Leave Data (SF–1150), and other tickler forms available for printing. The Control Listings Menu and the Notification Listings Menu consist of the tickler reports.

Completion Instructions

A. Identification.

1. **Department Code.** Enter the 2-position department code assigned by OPM.

2. **Agency Code.** Enter the 2-position agency code assigned by NFC.

3. **Personnel Office Identifier (POI).** Enter the 4-position personnel office identifier.

4. **Effective Date.** Enter the effective date of the selection in MM DD YY order. This date should be the first day of the effective pay period.

5. **Contact Person.** Enter the name of the personnel office contact.

6. **Telephone** *(Area code and number).* Enter the telephone number of the personnel office contact.

B. Selection Options. *Do not complete this section if current selections are valid.*

7. **Will you print your SF–50–B's?** Valid selections are:
   - **Yes**, if you will use RFQS to print your SF–50–B's after each SF–50–B pass.
   - **No**, if you will have NFC print and mail your SF–50–B's.
   - **S**, if you will use RFQS to print your SF–50–B's after the second SF–50–B pass.

8. **Will you print your SF–1150's?** Valid selections are:
   - **Yes**, if you will use RFQS to print your SF–1150's.
   - **No**, if you will have NFC print and mail your SF–1150's.

9. **Will you print your tickler reports?** Valid selections are:
   - **Yes**, if you will use RFQS to print your tickler reports.
   - **No**, if you will have NFC print and mail your tickler reports.

10. **Will you print your tickler forms?** Valid selections are:
    - **Yes**, if you will use RFQS to print your tickler forms.
    - **No**, if you will have NFC print and mail your tickler forms.

C. Personnel Officer Signature Block for SF–50–B and SF–1150. *Do not complete this section if current selections are valid.*

11. **Approving Official.** Enter the personnel officer whose name appears in the Approving Official block on the SF–50–B and the SF–1150 if you desire this name to be printed on these forms.

12. **Approving Official Title.** Enter the title of the approving official.

A. IDENTIFICATION			
1. DEPARTMENT CODE (2 positions)	2. AGENCY CODE (2 positions)	3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions)	4. EFFECTIVE DATE (6 positions)
5. CONTACT PERSON (35 positions)		6. TELEPHONE (Area code and number) (10 positions)	

B. SELECTION OPTIONS. *(Do not complete this section if current selections are valid.)*

	YES	NO	S		YES	NO
7. Will you print your SF–50–B's?				9. Will you print your tickler reports?		
8. Will you print your SF–1150's?	YES	NO		10. Will you print your tickler forms?	YES	NO

C. PERSONNEL OFFICER SIGNATURE BLOCK FOR SF–50–B AND SF–1150. *(Do not complete this section if current selections are valid.)*

11. APPROVING OFFICIAL (36 positions)	12. APPROVING OFFICIAL TITLE (36 positions)

FORM AD–961 (Revised 6/95)

Return to:

USDA, National Finance Center
GESD, Payroll Processing Branch
P.O. Box 60000
New Orleans, LA 70160

Figure 2: Remote Forms Queuing System (RFQS) Election Form

System Access

To access security information in RFQS, you must: (1) have authorized security clearance and (2) use a personal computer that is connected to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

System Edits

RFQS performs edit and/or validity checks on entered data, as applicable. If the data does not pass system edits, an error message is displayed at the bottom of the screen or under the Command line on the Selection Criteria screen.

Below is the list of RFQS edit messages.

Agency Must Be Entered if Org Lev2 Is Entered
Department Code Invalid
Department Code Must Be Entered
Invalid Employing Office - Please Rekey
Invalid Entry - Please Rekey
Invalid Department Code - Please Rekey
Invalid Option - Please Rekey
Invalid Organization Agency - Please Rekey
Invalid Pass - Please Rekey
Invalid Pay Period - Please Rekey
Invalid User Response - Please Rekey
Job Name Character Must Be Alphabetic
Not Authorized Access - Please Rekey
Not Available at This Time
Number of Copies Must Be Between 1 and 5
Org Agency Must Be Entered

Org Agency and Submitting Office Cannot Both Be Blank or Zero
Org Lev2 Must Be Entered if Org Lev3 is Entered
Org Lev3 Must Be Entered if Org Lev4 is Entered
Pay Period Entered Greater Than Last One Processed
Remote Destination Must Be Entered
Report Creation Error - Please Rekey
RFQS is Temporarily Out of Service
SSN1 Must Be Entered if Others Contain Data
SSN2 Must Be Entered if SSN3 Contains Data
Submitting Office Must Be Entered
Sysout Class Must Be "A" or "X"
The SF 50s Are Temporarily Out of Service for Your Agency
The SF 50s Are Temporarily Unavailable
The Current Pay Period for Processing SF 1150s is Pay Period < >. Only Pay Periods Prior to This Are Permitted.
The SF 50s Are Temporarily out of Service for Your Agency
User Name Must Be Entered

Help Screens

Help screens are available for the Selection Criteria screens in RFQS. At the Command line type **H** to access help. The help screens display a narrative description for each field. Type **R** to return to the menu.

Function Keys

Your keyboard includes:

- Program function keys (**PA, PF, F**, etc.), used to execute functions and display specific screens in the system.

- Other function keys (**Enter, Clear**, etc.).

For instructions on your equipment usage, see the manufacturer's operating guide or consult your Agency automatic data processing (ADP) staff.

The special functions of these keys in RFQS are displayed at the bottom of each screen.

Instructions follow for using the RFQS menu and system options.

Sign-On Instructions

To access this system, you must:

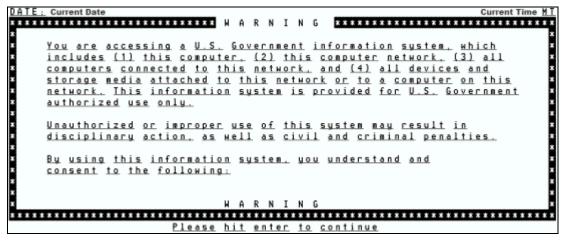1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

Figure 3: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC banner screen.

Figure 4: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press **Tab**.
Password	Type your password. (Your password is not displayed on the screen.) Press **Tab**. **Note:** You may press **Enter** (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password?	Displays system-generated "*N*." If you are not changing your password, press Tab. If you are changing your password, enter "Y." Then complete the steps for changing your password as described under *Changing Your Password* (on page 14).
Enter Application Name	Type the application acronym and press **Enter** to go directly to that system. **OR** Leave the field blank and press **Enter** to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:

- Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.

- **Tab** until the cursor is located on the line next to the Session ID.

- Press **Enter**.

OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.

- Type **s**.

- Press the **space bar** once.

- Type the Session ID acronym.

- Press **Enter**. See screen below for an example. The applicable system is displayed.

```
_____  Actions  Options  Commands  Features  Help
-----------------------------------------------------------------------------
KLSVSEL1                      CL/SUPERSESSION Main Menu              More:   +

Select sessions with the ENTER key or use a "/"
           to display an action code.
    Session ID  Description                              Type     Status
    ----------  --------------------------------------  --------  -------------
_   IDMS05      IDMS05                                   Multi
_   PINQ05      IDMS05                                   Multi
_   ABCOINQ     IDMS03                                   Multi
_   ABCO        IDMS03                                   Multi
_   $DB2        TSOB $DB2      TSOB   PROC($DB2          Multi
_   $ORACLE     TSOA                                     Multi
_   $ORACLEA    TSOA                                     Multi
_   $SPFA       TSOA $SPFA     TSOA   PROC($SPF          Multi
_   $SPFAV2     TSOA $SPFAV2   TSOA   PROC($SPF          Multi
_   $SPFB       TSOB $SPFB     TSOB   PROC($SPF          Multi
_   $SPFBV2     TSOB $SPFBV2   TSOB   PROC($SPF          Multi
_   $SPFC       TSOC $SPFC     TSOC   PROC($SPF          Multi

TSS7030I Password Changed
Command ===>                                               SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

Figure 5: CL/SUPERSESSION Main Menu Screen

```
_____  Actions  Options  Commands  Features  Help
-----------------------------------------------------------------------------
KLSVSEL1                      CL/SUPERSESSION Main Menu              More:   +

Select sessions with the ENTER key or use a "/"
           to display an action code.
    Session ID  Description                              Type     Status
    ----------  --------------------------------------  --------  -------------
_   IDMS05      IDMS05                                   Multi
_   PINQ05      IDMS05                                   Multi
_   ABCOINQ     IDMS03                                   Multi
_   ABCO        IDMS03                                   Multi
_   $DB2        TSOB $DB2      TSOB   PROC($DB2          Multi
_   $ORACLE     TSOA                                     Multi
_   $ORACLEA    TSOA                                     Multi
_   $SPFA       TSOA $SPFA     TSOA   PROC($SPF          Multi
_   $SPFAV2     TSOA $SPFAV2   TSOA   PROC($SPF          Multi
_   $SPFB       TSOB $SPFB     TSOB   PROC($SPF          Multi
_   $SPFBV2     TSOB $SPFBV2   TSOB   PROC($SPF          Multi
_   $SPFC       TSOC $SPFC     TSOC   PROC($SPF          Multi


Command ===> s TMGT                                        SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

Figure 6: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.
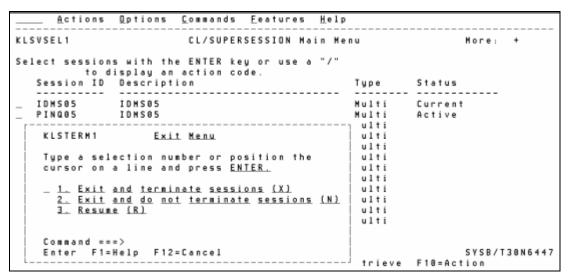
```
 _____  Actions  Options  Commands  Features  Help
------------------------------------------------------------------------------
KLSVSEL1                   CL/SUPERSESSION Main Menu                More:   +

Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID  Description                           Type       Status
   ----------  ---------------------------------     --------   ------------
 _  IDMS05      IDMS05                               Multi      Current
 _  PINQ05      IDMS05                               Multi      Active
    .-------------------------------------------------------. ulti
    | KLSTERM1             Exit Menu                        | ulti
    |                                                       | ulti
    | Type a selection number or position the              | ulti
    | cursor on a line and press ENTER.                    | ulti
    |                                                       | ulti
    | _ 1. Exit and terminate sessions (X)                 | ulti
    |    2. Exit and do not terminate sessions (N)         | ulti
    |    3. Resume (R)                                      | ulti
    |                                                       | ulti
    |                                                       | ulti
    | Command ===>                                         |
    | Enter  F1=Help  F12=Cancel           SYSB/T30N6447    |
    '-------------------------------------------------------' trieve  F10=Action
```

Figure 7: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.

2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

> **OR**

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Changing Your Password

If you need to change your password:

1. Type "**Y**" next to the New Password? prompt on the NFC banner screen.

```
================================================================================
== CURRENT DATE              SNX32703              T30N6447          PF1=HELP   ==
================================================================================
==                NN    NN         FFFFFFFF          CCCCCCCC                  ==
==                NNN   NN         FFFFFFFF          CCCCCCC                   ==
==                NNNN  NN           FF                CCC                     ==
==               NN NN NN         FFFFFFFF             CCC                     ==
==               NN  NNNN         FFFFFFFF             CCC                     ==
==              NN    NNN           FF               CCCCCCCC                  ==
==              NN    NN            FF               CCCCCCCC                  ==
==    ==========================================================              ==
==    ==========        National Finance Center          ==========          ==
==    ==========     Office of the Chief Financial Officer  ==========        ==
==    ==========    United States Department of Agriculture  ========         ==
==    ==========================================================              ==
==                      For Authorized Use Only                               ==
==  ENTER USER ID =          PASSWORD =          NEW PASSWORD?  Y             ==
==                                                              (Y or N)      ==
==     ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU              ==
==                                                                           ==
==                                                                           ==
==                                                                           ==
==                                                                           ==
================================================================================
```

Figure 8: NFC Banner Screen (with New Password? prompt set to Y)

2. Press **Enter** and the Change Password screen appears.

```
KLGNPWD1                  Change Password

        Type in your new password twice, and press ENTER.

               Enter new password.......
               Verify new password......


Command ===>
Enter  F1=Help  F3=Exit  F12=Cancel
```

Figure 9: Change Password Screen

3. Enter the new password.

4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: You may change your password at anytime, but no more than once a day. Before your password expires, you will be prompted to enter a new password.

```
TSS7030I Password Changed




Press ENTER to continue
```

Figure 10: Password Changed Verification Screen

RFQS Menu

After you access RFQS, the Remote Forms Queuing System menu is displayed.

Figure 11: Remote Forms Queuing System Menu

The menu provides four submenus for viewing data and selecting a form or report for output.

Below is a brief description of each submenu.

Forms Menu - Used to display payroll and personnel forms available for printing purposes. Below is a list of options available on the Forms submenu:

- (SF 50-B) Notification of Personnel Action

- (SI-650) Personnel Notification Document

- (AD-658) Notification of WGI Due

- (AD-435) Performance Appraisal

- (AD-507) Expiration of Prob/Trial Period (HUD-25013, DOJ-545)

- (AD-773) Expiration of Suprv/Prob Period (HUD-25013A, DOJ-546)

- (CD-416) Certification for WGI

- (CD-35) Probationary/Trial Period

- (SF 1150) Record of Leave Data

- Summary Counts of SF 50-B and SI-650

- Summary Counts of SF 1150 Forms

- Summary Counts of All Other Forms

- Return to Previous Menu

Control Listings Menu - Used to display tickler reports available for printing that relate to the forms listed on the Forms menu. Below is a list of options available on the Control Listings submenu.

- Classified Employee WGI List

- Performance Appraisal

- Probationary Trial Period

- Supervisory/Managerial Form AD-773

- Supervisory/Managerial Form CD-352

- Summary Counts of All Control Listings

- Return to Previous Menu

Notification Listings Menu - Used to display various tickler reports available for printing. Below is a list of options available on the Notification Listings submenu.

- Expiration of Limited Appointments

- Employees in Non-Pay Status with Expired NTE Dates

- Taper/Status Quo Employees Eligible for Career

- Employees Approaching Expiration of Grade Retention

- Retirements

- Vacancy Review Notice

- Notification of Position to be Inactivated

- Interim Performance Evaluation

- Conversion to Career Tenure 4-Week Notification

- SES Recertification Notification

- Position NTE Date Approaching Expiration

- Projected Duties Follow Up

- Employees Approaching Expiration of Detail Assignment

- Employees Approaching Expiration of Temporary Promotion

- Federal Wage System WGI 8-Week Notification

- Temporary Employees - FEHB Coverage Eligibility

- Performance Evaluation Eligibility

- Notification of Longevity Percent Changes

- Notification of Adjustment to Longevity Date

- 90-Day Notification for Recertification of Retention Allowance

- Listing of Employees with Union Dues Change

- FEHB Letters - Electronically Processed

- TSP Letters - Electronically Processed

- List of Employees on LWOP Pend OWCP for 3 or more MNTHS

- Summary Counts of All Notification Listings

- Return to Previous Menu

VPS - Printing Program - Allows users with 3270 printers to monitor and control the printing of RFQS forms and reports through the VMCF.

For an illustration and brief description of each form and report, see ***Exhibits*** (on page 37) in this procedure.

It is important to first select and view the Summary Counts options before requesting specific forms to print. The summary counts inform the user of the number of forms that have been processed and indicate if they are ready for printing.

To select a submenu, **Tab** to the desired submenu and press **Enter**. The desired submenu is displayed listing the forms available for the submenu.

```
** RFQS ***************************************************** FORMS (1.1) **
*                                                                          *
*    ---> (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION                      *
*    ---> (SI-650)   PERSONNEL NOTIFICATION DOCUMENT                       *
*    ---> (AD-658)   NOTIFICATION OF WGI DUE                               *
*    ---> (AD-435)   PERFORMANCE APPRAISAL                                 *
*    ---> (AD-507)   EXPR OF PROB/TRIAL PERIOD (HUD-25013,DOJ-545)         *
*    ---> (AD-773)   EXPR OF SUPV/PROB PERIOD (HUD-25013A,DOJ-546)         *
*    ---> (CD-416)   CERTIFICATION FOR WGI                                 *
*    ---> (CD-35)    PROBATIONARY/TRIAL PERIOD                             *
*    ---> (SF-1150)  RECORD OF LEAVE DATA                                  *
*                                                                          *
*    ---> SUMMARY COUNTS OF SF-50-B AND SI-650                             *
*    ---> SUMMARY COUNTS OF SF-1150 FORMS                                  *
*    ---> SUMMARY COUNTS OF ALL OTHER FORMS                                *
*    ---> RETURN TO PREVIOUS MENU.                                         *
*                                                                          *
******************** POSITION CURSOR AND PRESS -ENTER- ********************
```

Figure 12: Submenu (Example is for the Forms Submenu)

Summary Counts

The Summary Counts options are available on the RFQS submenus. These options are used to display important information in requesting printouts of forms and reports for a specific pay period and can only be viewed online. Summary Counts options should always be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing. The information is displayed immediately after entry of the Selection Criteria Screen for Summary Counts.

For purposes of the procedure, instructions relate to the first Summary Counts option on the Forms menu, Summary Counts of SF 50-B and SI-650, with exceptions noted where applicable.

To select this option, at the Forms menu, **Tab** to the Summary Counts of SF 50-B and SI-650 option and press **Enter**. The pay period selection screen is displayed.

```
******************* ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
*                                                                          *
*  ** SUMMARY COUNTS OF SF-50-B AND SI-650 ********************** (2.0) **  *
*  *                                                                 *  *
*  *                                                                 *  *
*  *    ---> CURRENT PAY PERIOD.                                     *  *
*  *                                                                 *  *
*  *    ---> PREVIOUS PAY PERIOD.                                    *  *
*  *                                                                 *  *
*  *    ---> OTHER (LAST 26 PAY PERIODS).                            *  *
*  *                                                                 *  *
*  *                                                                 *  *
*  *    ---> RETURN TO PREVIOUS MENU.                                *  *
****                                                                    ****
   *                                                                 *
   **************** POSITION CURSOR AND PRESS -ENTER- ****************
```

Figure 13: Pay Period Selection Screen (Example is for Summary Counts of SF 50-B and SI-650)

Data is processed for a pay period after BEAR executes.

To select another option, **Tab** to the option desired and press **Enter**. The appropriate option name appears on each screen.

Below is a brief description of each option on the pay period selection screen.

Field	Description
Current Pay Period	Refers to the most recently processed pay period.
Previous Pay Period	Refers to the pay period prior to the current pay period.
Other Pay Period	Used to select a pay period prior to the previous pay period.
Return to Previous Menu	Used to return to the previous menu.

To select an option from the pay period selection screen, **Tab** to the applicable option and press **Enter**.

If the Other Pay Period option is selected, the pay period status screen is displayed showing the current pay period for processing. No entry is required; press **Enter** to continue.

```
************** SF-50-B AND SI-650 STATUS **************


            THE CURRENT PAY PERIOD FOR

         PROCESSING FOR THE 50S IS PAY PERIOD 14.

      ** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **



   *************************************************************


   **  PRESS <ENTER> TO CONTINUE  **
```

Figure 14: Pay Period Status Screen (Example is for SF 50-Bs and SI-650s Status)

The pay period entry screen is displayed. Up to 24 pay periods prior to the previous pay period can be selected. Key in the applicable pay period and press **Enter.**

```
******************* ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
*                                                                          *
*  ** SF-50-B AND SI-650 PAY PERIOD ENTRY   ******************* (2.2) **  *
* *                                                                    * *
* *                                                                    * *
* *                                                                    * *
* *      ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)      __               * *
* *                                                                    * *
* *                                                                    * *
****                                                                  ****
   *                                                                    *
   * ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *
```

Figure 15: Pay Period Entry Screen (Example is for SF 50-Bs and SI-650s Pay Period Entry)

The Selection Criteria for Summary Counts screen is displayed for the user to type in requirements for an online view of the Summary Counts.

```
                    SELECTION CRITERIA FOR SUMMARY COUNTS
COMMAND ===>
 *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*


Department Code          __
Agency Code              __
Submitting Office Number ____

 *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*
```

Figure 16: Selection Criteria for Summary Counts Screen (Example is for Summary Counts of SF 50-B and SI-50)

Complete the fields as follows:

Field	Instruction
Command	Type **H** for the Help screen or **R** to return to the menu. **Tab** to the next field.
Department Code	Type the Department code.
Agency Code	Key in the Agency code.
Submitting Office Number	Key in the personnel office identifier.

For the Summary Counts of All Other Forms option only, the Selection Criteria for Summary Counts screen displays three additional fields to allow user to select forms down to the fourth organizational structure level.


```
                         SELECTION CRITERIA FOR SUMMARY COUNTS
 COMMAND ===>
  *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*



 Department Code
 Agency Code
 Submitting Office Number
 Org Structure Level 2        __
 Org Structure Level 3        __
 Org Structure Level 4        ____

   *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*
```

Figure 17: Selection Criteria for Summary Counts Screen (Example is for All Other Forms Option)

Complete the fields as follows:

Field	Instruction
Org Structure Level 2	Type in the second level organization structure code.
Org Structure Level 3	Type in the third level organization structure code.
Org Structure Level 4	Type in the fourth level organization structure code.

After completing the applicable fields, press **Enter.** The summary counts status screen for a specific pay period is displayed. The screen displays the pay period in the top right-hand corner.

```
SUMMARY OF SF50B'S AND SI650'S AVAILABLE TO RFQS FOR PAY PER 13

   DEPT  AG    U.S. DEPARTMENT OF AGRICULTURE
   AGCY  90    OFFICE OF THE CHIEF FINANCIAL OFFICER
   SON   5317 NEW ORLEANS, LA.

   FORMS                                              NO. FORMS

   (SF50B)  NOTIFICATION OF PERSONNEL ACTION 1ST PASS      101
   (SF50B)  NOTIFICATION OF PERSONNEL ACTION 2ND PASS   NOT READY
   (SI650)  PERSONNEL NOTIFICATION DOCUMENT 1ST PASS        0
   (SI650)  PERSONNEL NOTIFICATION DOCUMENT 2ND PASS   NOT READY

*** PRESS -ENTER- TO CONTINUE ***
```

Figure 18: Summary Counts Status Screen (Example is for Summary of SF 50-Bs and SI-650s Available to RFQS for Pay Period 13)

If **0** is displayed in the No. Forms column on the summary counts status screen, data is not available for the selected pay period.

If the message *Not Ready* is displayed in the No. Forms column, the system has not finished processing the data. When a number is displayed, it indicates the number of forms available for printing.

If RFQS does not provide any forms and/or reports for your personnel office identifier, a message screen is displayed.

```
RFQS PROVIDES NO FORMS FOR YOUR SUBMITTING OFFICE.
PLEASE CONTACT NFC IF YOU WISH TO USE RFQS.

*** PRESS -ENTER- TO CONTINUE ***
```

Figure 19: RFQS Message Screen

- To return to the Forms menu, press **Enter** at the summary counts status screen or the message screen.

- To request another summary count, return to the Selection Criteria for Summary Counts screen. The criteria from your last request is still displayed on the screen. **Tab** to the fields to be changed and enter the appropriate data. After all changes are made, press **Enter**.

- To request another report, select the appropriate menu and proceed as described.

Forms and Reports Selection

Each option at the RFQS menu provides a submenu that lists all forms or reports in that option. Each submenu has a pay period selection screen that provides the current pay period, previous pay period, and other pay period to be used for selecting output.

For purposes of this procedure, instructions in this section relate to the SF 50-Bs. The SF 50-B option only has a pass selection screen showing First Pass, Second Pass, and Both Passes options. Use the instructions below for these forms. At the Forms menu, the cursor is automatically positioned to request the SF 50-B.

To select this option, press **Enter**. The pay period selection screen is displayed.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
*                                                                         *
*  ** (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION ************** (2.0) ** *
*  *                                                                 *  *
*  *                                                                 *  *
*  *    ---> CURRENT PAY PERIOD.                                     *  *
*  *                                                                 *  *
*  *    ---> PREVIOUS PAY PERIOD.                                    *  *
*  *                                                                 *  *
*  *    ---> OTHER (LAST 26 PAY PERIODS).                            *  *
*  *                                                                 *  *
*  *                                                                 *  *
*  *    ---> RETURN TO PREVIOUS MENU.                                *  *
****                                                                   ****
*                                                                         *
   **************** POSITION CURSOR AND PRESS -ENTER- ****************
```

Figure 20: Pay Period Selection Screen (Example is for (SF 50-B) Notification of Personnel Action)

Data is processed for a pay period after BEAR executes.

To select another option, **Tab** to the desired and press **Enter**. The appropriate option name is displayed on each screen.

Below is a brief description of each option listed on the pay period selection screen:

Field	Description
Current Pay Period.	Refers to the most recently processed pay period.
Previous Pay Period.	Refers to the pay period prior to the current pay period.
Other (Last 26 Pay Periods).	Used to select a pay period prior to the previous pay period.
Return to Previous Menu.	Used to return to the Forms menu.

To select an option from the pay period selection screen, **Tab** to the applicable option and press **Enter.**

If the Other Pay Period option is selected, the pay period status screen is displayed showing the current pay period processing. No entry is required; press **Enter** to continue.

```
************** SF-50-B AND SI-650 STATUS  ***************

              THE CURRENT PAY PERIOD FOR

          PROCESSING FOR THE 50S IS PAY PERIOD 14.

     ** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **


     ***************************************************



     **  PRESS <ENTER> TO CONTINUE  **
```

Figure 21: Pay Period Entry Screen (Example is for SF 50-Bs and SI-650s Status)

The pay period entry screen is displayed.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- ************ (1.0) **
*                                                                        *
*  ** SF-50-B AND SI-650 PAY PERIOD ENTRY   ******************** (2.2) ** *
* *                                                               *  *
* *                                                               *  *
* *                                                               *  *
* *      ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)     __           *  *
* *                                                               *  *
* *                                                               *  *
****                                                             ****
*                                                                   *
* ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *
```

Figure 22: Pay Period Entry Screen (Example is for SF 50-Bs and SI-650s Pay Period Entry)

Up to 24 pay periods prior to the previous pay periods can be selected. Type the applicable pay period and press **Enter**. The Selection Criteria screen is displayed except when the SF 50-B is selected. The pass selection screen is displayed only after selecting the SF 50-B.

```
******************** ---REMOTE FORMS QUEUING SYSTEM--- *********** [2.0] **
*                                                                           *
*   ** (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION ************** (3.0) **   *
*   *                                                            *     *   *
*   *                                                            *     *   *
*   *     ---> FIRST PASS.                                       *     *   *
*   *                                                            *     *   *
*   *     ---> SECOND PASS.                                      *     *   *
*   *                                                            *     *   *
*   *     ---> BOTH PASSES.                                      *     *   *
*   *                                                            *     *   *
*   *                                                            *     *   *
*   *     ---> RETURN TO PREVIOUS MENU.                          *     *   *
****                                                                   ****
    *                                                                  *
    ***************** POSITION CURSOR AND PRESS -ENTER- *****************
```

Figure 23: Pass Selection Screen

A pass is a system processing cycle which updates the SF 50-B files. Below is a description of each pass.

Field	Description
First Pass	Usually runs on the first Sunday following the end of a pay period.
Second Pass	Usually runs on the second Sunday following the end of a pay period. This pass prints the SF 50-Bs processed in the system.
Both Passes	Used to request SF 50-Bs for both passes described above.

To select an option from the pass selection screen, **Tab** to the applicable option and press **Enter**.

The Selection Criteria screen is displayed.


```
                        SELECTION CRITERIA FOR
               (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION


   COMMAND ===>
    *TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*


   User's Name to be on JCL     _____
   Remote Destination           _____
   Last Character of Job Name  Q
   System Output Class         A


   =-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=-=
   Department Code              __
   Agency Code                  __
   Submitting Office Number    ____
   SSN1                        000000000
   SSN2                        000000000
   SSN3                        000000000
   SSN4                        000000000
   SSN5                        000000000
```

Figure 24: Selection Criteria Screen (Example is for (SF 50-B) Notification of Personnel Action)

All or a combination of the fields listed below may be displayed depending on the particular form or report selection.

Complete the fields as follows:

Field	Description/Instruction
Command	Type **H** for the Help screen or **R** to return to the RFQS menu. **Tab** to the next field.
User's Name To Be on JCL	Type the user's name or other information to identify the report destination.
Remote Destination	Type the printer identifier where the form is to be printed.
Last Character of Job Name	Type any letter **(A–Z)** or number **(0–9)** to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to **Q**. It is recommended that a unique six-digit job-name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to **Q,** when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given different job names, they could be executing simultaneously.
System Output Class	Type **A** to generate a hard copy at the designated printer or **X** to hold output for viewing at the terminal. For instructions on viewing a report before printing, see the ISPF procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and**

Field	Description/Instruction
	Payroll Client from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the ISPF manual located under the Reporting publication category. If no entry is made, the system defaults to **A**.
Number of Copies	Type the number of reports needed **(1–5)**. If no entry is made, the system defaults to **1**.
Department Code	Type the Department code.
Agency Code	Type the Agency code.
Submitting Office Number	Type the POI.
Org Structure Level 2	Type the second level of the organizational structure code.
Org Structure Level 3	Type the third level of the organizational structure code.
Org Structure Level 4	Type the fourth level of the organizational structure code.
SSN	Type up to three employee social security numbers (SSN). To print all SF 1150s of the requested pay period, leave the SSN fields blank

After completing the applicable fields, press **Enter** to submit the job for output. The RFQS menu is displayed.

To request another form, select the appropriate menu and proceed as described.

VPS-Printing Program

This option allows users with 3270 printers to monitor and control the printing of RFQS reports through the VMCF.

To select this option, at the RFQS menu **Tab** to the VPS - Printing Program option and press **Enter**. The VMCF Primary Option Menu screen is displayed with the cursor at the option line.

```
-------------------- VMCF Primary Option Menu --------------------
COMMAND ===>

    PRINTER ===>                                    USERID   - NF5I.
                                                    TERMINAL - V30K4984
                                                    VPS NAME - VPS
                                                    PROFILE  - NF5I

        1   Enter VPS printer commands
        2   Display VPS printer list

        H   Display VPS printer held queue
        Q   Display VPS printer output queue
        R   Display VPS printer retained queue
        S   Display VPS printer summary
        T   VMCF tutorial
        X   Exit VMCF




    ENTER END Command To Exit VMCF.
```

Figure 25: VMCF Primary Option Menu Screen

Complete the entry fields as follows:

Field	Instruction
Option	Type **1** to enter the VPS print command. Press **PF3** or key in **End** or **X** and press **Enter** to terminate VMCF.
Printer	Type your printer ID and press **Enter.**

The VPS Printer Command Menu screen is displayed with the cursor at the option line.

```
------------------------ VMCF Printer Command Menu -------------------------
COMMAND ===>
                                                      USERID    - NF51
   PRINTER ===> U62                                   TERMINAL  - V30K4984
                                                      VPS NAME  - VPS
                                                      PROFILE   - NF51

      3  -  START          (Remove drain status)
      4  -  STOP           (Set drain status)
      6  -  REPEAT         (Repeat dataset currently printing)
      7  -  RESTART        (Restart dataset currently printing)
      8  -  REPOSITION     (Reposition dataset currently printing)
      9  -  SELECT         (Alter printer selection criteria)
     10  -  SET            (Alter printer options)
```

Figure 26: VPS Printer Command Menu Screen

Complete the fields as follows:

Field	Instruction
Option	Type **3** to start the printer. Press **PF3** or key in **End** or **X** and press **Enter** to terminate VMCF.
Printer	The printer ID from the previous screen is displayed. No entry is required. Press **Enter.**

The message *Command Issued* is displayed in the upper-right corner of the screen.

To view the status of the printer, press **PF3** to return to the VMCF Primary Option Menu. Type **2** to Display VPS Printer List option. Press **Enter**.

The VPS Printer Selection Menu screen is displayed.

```
------------------------ VPS Printer Selection Menu -----------------------
COMMAND ===>

ENTER PRINTER LIST SELECTION CRITERIA:

  PRINTER   ===>            (Specify full or partial printer name)
  GROUP     ===>            (Specify full or partial group name)
  VPS NAME  ===>            (Limit search to specific VPS STC name)

  PRINTER STATUS:           (Specify Printer Status; Null Defaults to any Status)

   _   ABENDED     (Scheduler subtask abended)
   _   BUSY        (Utility function)
   _   DRAINED     (Stopped)
   _   DRAINING    (Printing but will stop when complete)
   _   EDRAINED    (Stopped due to error condition)
   _   FORMWAIT    (Waiting for form mount)
   _   IDLE        (Waiting for work)
   _   INTVREQD    (Intervention required)
   _   MISSRESP    (Missing response detected)
   _   POWEROFF    (Printer is powered off)
   _   PRINTING    (Currently printing)
   _   QUEUEING    (Queueing work)
   _   WCONNECT    (Waiting for connection)
```

Figure 27: VPS Printer Selection Menu Screen

Enter your printer number. Press **Enter.**

The VPS Printer Selection List screen is displayed. This screen displays the printer specified by the user, the number of jobs currently waiting to print, and the status of the printer.

```
------------------------ VMCF Printer Selection List ----------------------
COMMAND ===>                                          SCROLL ===> PAGE

  C - Command H - Held Queue Q - Output Queue R - Retained Queue S - Summary

  MBR_NAME LUNAME    WAITING STATUS    SELECTION CRITERIA
 _ U62      U62         NONE IDLE      C=ACXE D=U62   F=STD
  **END**
```

Figure 28: VPS Printer Selection List Screen

If the command was not issued, the message *Printer Not Found* is displayed in the upper-right corner of the VPS Printer Command Menu. This message indicates that the printer has not been activated. For further assistance, call the Operations and Security Center at **1-800-767-9641** or **504-426-6435**.

To exit VPS, press **PF3** until the RFQS menu is displayed.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

ISPF - Viewing Program

ISPF enables the users to view a report at their terminal prior to printing. For detailed information on accessing ISPF, see the Interactive System Productivity Facility (ISPF) procedure which is available online at the NFC Web site. To view and/or print this procedure, select **HR and Payroll Client** from the **My NFC** drop-down menu on the NFC homepage. At the HR and Payroll Client page, click the **Publications** tab in the center ribbon. Select the ISPF manual located under the Reporting publication category. Users with other types of printers should follow their normal procedures to retrieve and print reports.

Viewing the Print Status of Reports

After exiting RFQS (see **Signoff**) in this procedure, key in **st** or **status** at the *Ready* prompt.   A message is displayed indicating the status of the job.   If the user is not logged on to RFQS at the time the job execution is completed, the message is displayed the next time the user logs on or exits RFQS.

Message	Description
Executing Job NF999Q (JOB12345)	Displayed when the job is being executed.
Job NF999Q (JOB12345) Waiting Execution	Displayed when the job is waiting to be executed.
Job NF999Q (JOB12345) On Output Queue	Displayed when the job is waiting to be retrieved at a terminal or waiting to be printed at an online or remote printer.
No Jobs Found *Ready*	Displayed when the job has executed and is no longer in the queue.

Exhibits

The following forms and reports are available in RFQS. For more information and instructions, refer to *Forms and Reports Selection* (on page 25).

This section includes the following topics:

1. Notification of Personnel Action

Report Number	SF 50-B
Brief Description	Provides documentation of official personnel actions processed. It reflects the data exactly as processed and as contained in the database for the employee.
Report Availability	After the processing of the first and/or second pass of the SF 50-Bs.

Figure 29: Notification of Personnel Action

2. Personnel Notification Document

Report Number	SI-650
Brief Description	Provides documentation of official personnel actions processed for Smithsonian Institution. It reflects the data exactly as processed and as contained in the database for the employee.
Report Availability	After the second Sunday following the end of the pay period.

Figure 30: Personnel Notification Document

3. Within-Grade Increase Record

Report Number	AD-658
Brief Description	Provides 16 weeks advance notice that the employee will complete the waiting period required for within-grade salary increase.
Report Availability	After the second Sunday following the end of the pay period.

Figure 31: Within-Grade Increase Record

4. Performance Appraisal

Report Number	AD-435
Brief Description	Provides documentation of the supervisor's evaluation of the employee's performance. It is produced 10 weeks prior to the completion of the employee's rating period.
Report Availability	After the second Sunday following the end of the pay period.

Figure 32: Performance Appraisal

5. Probationary or Trial Period Report

Report Number	AD-507
Brief Description	Provides notification of employee approaching expiration of probationary or trial period. It is produced at the end of the seventh month of the probationary/trial period.
Report Availability	After the second Sunday following the end of the pay period.

Figure 33: Probationary or Trial Period Report

6. Supervisory or Managerial Probationary Period Report

Report Number	AD-773
Brief Description	Provides documentation of the supervisor's evaluation of the employee's performance while serving as a probationary period as a permanent first-time supervisor or manager.
Report Availability	After the second Sunday following the end of the pay period.

Figure 34: Supervisory or Managerial Probationary Period Report

7. Certification for Within-Grade Increase

Report Number	CD-416
Brief Description	Provides advance notice that a Department of Commerce (DOC) employee will complete the waiting period required for a within-grade salary increase.
Report Availability	After the second Sunday following the end of the pay period.

Figure 35: Certification for Within-Grade Increase

8. Probationary or Trial Period Report

Report Number	CD-35
Brief Description	Provides notification of a DOC employee approaching expiration of probationary or trial period.
Report Availability	After the second Sunday following the end of the pay period.

Figure 36: Probationary or Trial Period Report

9. Record of Leave Data

Report Number	SF 1150
Brief Description	Provides documentation to transfer employee leave balances to another Department or to certify the leave balances when an employee separates from the Government service.
Report Availability	After the second Sunday following the end of the pay period.

Figure 37: Record of Leave Data

10. Classified Employee Control Listing of Within-Grade Increase Forms for Full-Time (F/T) and Part-Time (P/T) Employees

Report Number	AECO36T7
Brief Description	Provides a list of employees for whom Form AD-658, Within-Grade Increase Record, is being distributed. Four different reports are generated depending on the personnel office identifier entered on the selection criteria screen for the classified employee Within-Grade Increase (WGI) List option.
Report Availability	After the second Sunday following the end of the pay period.

Figure 38: Classified Employee Control Listing of Within-Grade Increase Forms for F/T and P/T Employees

11. Classified Employee Within-Grade Increase 16-Week Listing for F/T and P/T Employees

Report Number	AECO36S1
Brief Description	Provides a list of WGIs for classified employees in pay plans GS, GG, LG, FO, FP, AL, CA, and TR whose latest performance appraisal rating is fully successful or greater. The WGI is generated by the PPS for each of these employees. It is produced 16 weeks prior to the due date of the employee's WGI. This report is not applicable to the Office of Special Counsel (OSC).
Report Availability	After the second Sunday following the end of the pay period.

Figure 39: Classified Employee Within Grade Increase Sixteen Week Listing for F/T and P/T Employees

12. Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees

Report Number	AECO36S2
Brief Description	Provides a list of employees in pay plans GS, GG, LG, FO, FP, AL, CA, and TR whose latest performance appraisal is less than satisfactory. A WGI will not be processed for these employees. The report is produced 16 weeks prior to the due date of the employee's WGI. This report is not applicable to the OSC.
Report Availability	After the second Sunday following the end of the pay period.

Figure 40: Classified Employee WGI Status Sixteen Week Listing for F/T and P/T Employees

13. Classified Employee Within-Grade Increase Four Week Notification for F/T and P/T Employees

Report Number	AECO36U4
Brief Description	Provides a list of employees whose latest performance appraisal ratings are fully successful or greater. It is produced 4 weeks prior to the generation of WGIs for those employees listed on the report. It updates the 16-week notification previously issued. This report is not applicable to the OSC.
Report Availability	After the second Sunday following the end of the pay period.

Figure 41: Classified Employee Within Grade Increase Four Week Notification for F/T and P/T Employees

14. Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees

Report Number	AECO36T8
Brief Description	Provides notification that Form AD-435, Performance Appraisal, has been distributed for each employee listed. It is prepared five pay periods to the evaluation due date.
Report Availability	After the second Sunday following the end of the pay period.

Figure 42: Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees

15. Notification of Expiration of Probationary or Trial Period

Report Number	AECO36T2
Brief Description	Provides a list of employees approaching expiration of probationary or trial period. It is prepared 4 months prior to expiration of probationary or trial period.
Report Availability	After the second Sunday following the end of the pay period.

Figure 43: Notification of Expiration of Probationary or Trial Period

16. Control List for Supervisory/Managerial Probationary Period Report Forms

Report Number	AECO36T3
Brief Description.	Provides notification that DOC Form CD-352, Certification of Satisfactory Completion of Probationary Period (Supervisory/Managerial), has been distributed for the employee approaching expiration of supervisory/managerial probationary period.
Report Availability	After the second Sunday following the end of the pay period.

Figure 44: Control List for Supervisory/Managerial Probationary Period Report Forms

17. Control List for Supervisory/Managerial Probationary Forms

Report Number	AECO8301
Brief Description	Provides notification that Form AD-773, Supervisory or Managerial Probationary Period Report, has been distributed for the employee approaching expiration of supervisory/managerial probationary period.
Report Availability	After the second Sunday following the end of the pay period.

Figure 45: Control List for Supervisory/Mangerial Probationary Forms

18. Employees Approaching Expiration of Limited Appointment - Temporary

Report Number	AECO37T1
Brief Description	Provides a list of employees approaching expiration of limited appointment. It is generated three pay periods prior to the expiration date.
Report Availability	After the second Sunday following the end of the pay period.

Figure 46: Employees Approaching Expiration of Limited Appointment - Temporary

19. Notification of Employees in Non-Pay Status with Expired NTE Dates

Report Number	AECO37T5
Brief Description	Provides a list of employees in non-pay status with expired not-to-exceed (NTE) dates.
Report Availability	After the second Sunday following the end of the pay period.

Figure 47: Notification of Employees in Non-Pay Status with Expired NTE Dates

20. TAPER and Status Quo Employees Approaching Eligibility for Conversion to Career

Report Number	AECO37T6
Brief Description	Provides a list by pay period of TAPER (temporary appointment pending establishment of a register) and status quo employees approaching eligibility of conversion to career positions. A TAPER employee is employed under an Office of Personnel Management (OPM) authority granted to an Agency when there are insufficient eligibles on a register to fill a position. A status quo employee is one who failed to acquire competitive status when his/her position was placed in the competitive service by a statute, Executive Order, or Civil Service Rule which permitted retention without acquiring such status.
Report Availability	After the second Sunday following the end of the pay period.

Figure 48: TAPER and Status Quo Employees Approaching Eligibiity for Conversion to Career

21. Employees Approaching Expiration of Grade Retention

Report Number	AECO37T9
Brief Description	Provides notification of employees approaching expiration of grade retention. It is generated three pay periods prior to the expiration date.
Report Availability	After the second Sunday following the end of the pay period.

```
PREPARED XX/XX/XX    AECO37T9 EMPLOYEES APPROACHING EXPIRATION OF GRADE RETENTION AS OF - AS OF XX/XX/XX                    PAGE    1
                                                                      ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED **
    AG 11.11 FOREST SERVICE                                           POI    5140    GAINESVILLE, GA
          EMPLOYEE NAME              INDIVIDUAL   *      CURRENT PAID GRADE DATA        *        GRADE RETENTION DATA
       SOCIAL       ORGANIZATIONAL   POSITION     *   OCCUPATION GRADE    SALARY        *   OCCUPATION   GRADE   EXPIRATION
     SECURITY       STRUCTURE CODES  NUMBER       * P/P SER  FUNC /STEP  AMOUNT  RT PRD* P/P SER    FUNC            DATE
    DOE, JOHN                                     *                                     *
    XXX-XX-XXX  08 03 0007 00 00 00 00   008G3047 *  GS 0462  00  09/08 042640.00 PA A *  GS 0462    00     07    XX/XX/XX
        STRUCTURE LEVEL  08 03     TOTAL      1
```

Figure 49: Employees Approaching Expiration of Grade Retention

22. Report of Retirements

Report Number	AECO37T4
Brief Description	Provides a list of employees for whom a retirement action has been processed either in the pay period of the report or in the preceding pay period. It also states the type of retirement.
Report Availability	After the second Sunday following the end of the pay period.

Figure 50: Report of Retirements

23. Vacancy Review Notice

Report Number	AECO4604 (PMS 1)
Brief Description	Provides notification to managers of positions vacated within the last 2 weeks and the staffing options available.
Report Availability	After the second Sunday following the end of the pay period.

Figure 51: Vacancy Review Notice

24. Notification of Position to be Inactivated

Report Number	AECO4604 (PMS 2)
Brief Description	Provides notification to managers of positions vacated for 9 months that will automatically be inactivated by the system. A tickler report is issued 6 months after the date the position is vacated. A final report is issued 1 month before the position is inactivated.
Report Availability	After the second Sunday following the end of the pay period.


```
PREPARED XX/XX/XX      AECO4604  (PMS 2)       NOTIFICATION OF POSITION TO BE INACTIVATED                    PAGE   1

TR 40 40 BUREAU OF ALCOHOL, TOBACCO & FIREARMS          SON 4038   WASHINGTON, DC

                             MASTER
          POSITION          RECORD    POSITION
ORGANIZATIONAL  STRUCTURE   NUMBER    NUMBER       POSITION  OFFICIAL  TITLE          PAY    OCCUPATIONAL  GRADE
                                                                                      PLAN   SERIES        LEVEL

40 30 10 3000 10 00 00 00   097141    00000739     IBIS SPECIALIST                    GS     0301 00       05


THIS NOTIFICATION PREPARED AS OF PAY PERIOD ENDING CURRENT DATE


* * * * *  THIS POSITION WAS VACATED XX/XX/XX     * * * * *

UNLESS ACTION IS TAKEN TO FILL ,  POSITION WILL BE
INACTIVATED ON XX/XX/XX.
```

Figure 52: Notification of Position to be Inactivated

25. Summary Performance Evaluation

Report Number	Memorandum
Brief Description	Provides notification to the supervisor that a DOC employee should receive an interim performance evaluation in compliance with the Department's appraisal system.
Report Availability	After the second Sunday following the end of the pay period.

Figure 53: Summary Performance Evaluation

26. Interim Performance Evaluation Report

Report Number	Memorandum
Brief Description	Provides notification to the supervisor that a DOC employee should receive an interim performance evaluation in compliance with the Department's appraisal system.
Report Availability	After the second Sunday following the end of the pay period.

SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT
(FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M)
OR NOAC 702 AND AUTHORITY CODE N6M OR H5M)

MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)

FROM: PERSONNEL OFFICER

SUBJECT: SUMMARY PERFORMANCE RATING

THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:

NAME: JOHN S. DOE
PAY PLAN, SERIES, GRADE: GS, 1340, 007
ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN   XX XX XX XXXX

BEGINNING DATE OF RATING PERIOD: XX/XX/XX
ENDING DATE OF RATING PERIOD: XX/XX/XX

UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.

PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD–396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.

Figure 54: Interim Performance Evaluation Report

27. Conversion to Career Tenure Four Week Notification

Report Number	AECO37U8
Brief Description	Provides notification to the Agency that an employee will become eligible for conversion to career tenure.
Report Availability	After the second Sunday following the end of the pay period.

Figure 55: Conversion to Career Tenure Four Week Notification

28. Senior Executive Service (SES) Recertification Notification

eport Number	AECO37V1
Brief Description	Provides a list of SES employees due to be recertified within 2 weeks of the "projected as-of date".
Report Availability	After the second Sunday following the end of the pay period.

Figure 56: SES Recertification Notification

29. Position NTE Date Approaching Expiration

Report Number	AECO4604 (PMS 3)
Brief Description	Provides notification to management of positions approaching NTE date. Tickler reports are issued prior to the NTE date at 3-month, 2-month, and 1-month intervals.
Report Availability	After the second Sunday following the end of the pay period.

Figure 57: Position NTE Date Approaching Expiration

30. Projected Duties Followup

Report Number	AECO4604 (PMS 4)
Brief Description	Provides notification that a post audit or review is due on a position with projected duties and responsibilities. The tickler report identifies a particular position and organization and is issued 6 months after an employee is assigned to such a position. Follow reports are issued every 3 months.
Report Availability	After the second Sunday following the end of the pay period.

Figure 58: Projected Duties Follow-Up

31. Employees Approaching Expiration of Detail Assignment

Report Number	AECO37U1
Brief Description	Provides notification of employees who are approaching their NTE dates for detailed assignments. It is generated three pay periods prior to the expiration date.
Report Availability	After the second Sunday following the end of the pay period.

```
PREPARED xx/xx/xx      AECO37U1        EMPLOYEES APPROACHING EXPIRATION OF DETAIL ASSIGNMENT - AS OF xx/xx/xx
  PAGE     1


                                                      ** SENSITIVE PERSONNEL DATA - USE IS RESTRICT
ED **
AG 03 03  AGRICULTURAL RESEARCH SERVICE                 PERS. OFF. ID.  4860  BELTSVILLE, MD

        EMPLOYEE NAME
               ORG. STRUCTURE     PAY        OCC    MASTER RCD  POSITION    DETAIL
    SOC SEC NO   2  3    4  5    PLAN  GRADE  SERIES   NUMBER     NUMBER   EXPIRATION  OFFICIAL TITLE OF POSITION

DOE, MARY
    XXX-XX-XXXX  00 00 0000 00           00     0000                       00/00/00

        STRUCTURE LEVEL   00 00 0000 00 TOTAL        1

            EMPLOYING OFFICE TOTAL        1
```

Figure 59: Employees Approaching Expiration of Detail Assignment

32. Employees Approaching Expiration of Temporary Promotion

Report Number	AECO37U2
Brief Description	Provides notification of employees approaching expiration of their NTE date for a temporary promotion. It is generated three pay periods prior to the expiration date.
Report Availability	After the second Sunday following the end of the pay period.

Figure 60: Employees Approaching Expiration of Temporary Promotion

33. Federal Wage System WGI Status Eight Week Notification

Report Number	AECO37U3
Brief Description	Provides a list of Federal Wage System employees whose WGIs are not generated due to a performance rating of less than fully successful. The WGI is not generated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI.
Report Availability	After the second Sunday following the end of the pay period.

Figure 61: Federal Wage System WGI Status Eight Week Notification

34. Temporary Employees - FEHB Coverage Eligibility

Report Number	AECO37U4
Brief Description	Provides notification that certain temporary employees will become eligible to participate in the Federal Employees Health Benefits (FEHB) Program. It is produced two pay periods in advance of the FEHB eligibility pay period.
Report Availability	After the second Sunday following the end of the pay period.

Figure 62: Temporary Employees - FEHB Coverage Eligibility

35. Performance Evaluation Eligibility for - Permanent (or Temporary) - Employees

Report Number	AECO37U5
Brief Description	Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual report is produced for each permanent employee and temporary employee serving under an appointment of 120 days or more.
Report Availability	After the second Sunday following the end of the pay period.

Figure 63: Performance Evaluation Eligibility for - Perm - Employees

36. Notification of Longevity Percent Changes

Report Number	AECO37U6
Brief Description	Provides a list of U.S. Secret Service employees who will begin longevity pay for the first time and employees whose percentage is changing as a result of completing the number of years of service required for an increase in longevity pay.
Report Availability	After the second Sunday following the end of the pay period.

Figure 64: Notification of Longevity Percent Changes

37. Notification of Adjustment to Longevity Date

Report Number	AECO37U7
Brief Description	Provides a list of U.S. Secret Service employees whose longevity dates have been adjusted due to hours not worked because of suspension or absence without official leave (AWOL). Suspension or AWOL hours are not creditable for longevity pay purposes. It is produced in the last pay period processed for the calendar year.
Report Availability	After the second Sunday following the end of the pay period.

Figure 65: Notification of Adjustment to Longevity Date

38. 90-Day Notification for Recertification of Retention Allowance

Report Number	AECO37U9
Brief Description	Provides notification of employees approaching expiration of retention allowance. It is prepared 90-days in advance of expiration.
Report Availability	After the second Sunday following the end of the pay period.

Figure 66: 90-Day Notification for Recertification of Retention Allowance

39. Listing of Employees with Change in Union Dues

Report Number	BEAR9203
Brief Description	Provides a list of employees whose current union dues deduction has changed in accordance with the Table Management System (TMGT) Table 010, Union and Association Code Address. NFC will generate a pay adjustment for each employee listed on the report. The report is available to all personnel offices each pay period. The reports are sorted by Agency, personnel office identifier, and Social Security number and retained in RFQS for 26 pay periods. The report contains sensitive data; use is restricted.
Report Availability	After the second Sunday following the end of the pay period.

Figure 67: Listing of Employees with Change in Union Dues

40. FEHB Status Letters - Employee Express

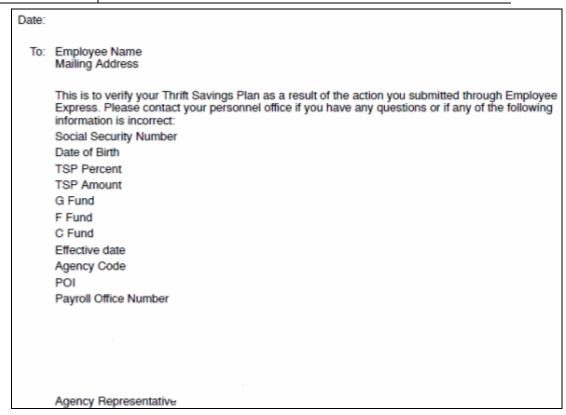| Report Number	None
Brief Description	Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in FEHB. A letter is available for every SF 2809, Health Benefits Registration Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by the organizational structure code and retained in RFQS for 26 pay periods.
Report Availability	After the second Sunday following the end of the pay period.

From:

To: Employee Name
      Mailing Address

This is to verify the information concerning your Federal Employees Health Benefits enrollment which you made through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
Sex
Married?
New Plan Name
New Enrollment Code
Family Members
Other Insurance
CHAMPUS?
Medicare Coverage A?
Other Private Insurance Name
Present Plan Name
Enrollment Code
Number of Event
Date of Event
Agency Code
POI
Payroll Office Number
Effective date

Your health insurance plan will mail your new identification card(s) to you. Please contact your health plan carrier if you have more than 5 family members to be covered under this plan.

Agency Representative

Figure 68: FEHB Status Letters - Employee Express

41. TSP Status Letters - Employee Express

Report Number	None
Brief Description	Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in TSP. A letter is available for every TSP-1, Thrift Savings Plan Election Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by organizational structure code and retained in RFQS for 26 pay periods.
Report Availability	After the second Sunday following the end of the pay period.

Date:

To: Employee Name
Mailing Address

This is to verify your Thrift Savings Plan as a result of the action you submitted through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
TSP Percent
TSP Amount
G Fund
F Fund
C Fund
Effective date
Agency Code
POI
Payroll Office Number

Agency Representative

Figure 69: TSP Status Letters - Employee Express

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